



Higher Reach Online Registration

QUICK ADMIT

Define three roles that someone can use to log in to the University of Sioux Falls HiR online registration system and why to choose the correct one. Search for a section within the catalog and register for that Section.

- Navigate to the Quick Admit site
- Search for a Section
- Register for a Section
- Log in as a Student, Purchaser, or as an Instructor

DEFINITIONS OF USERS

There are three types of users that can log into the USF HiR system.

- **Individual** – The individual will log in to register and pay for a class for themselves or to redeem a reservation ticket that was purchased for them. The individual can also:
 - Review their current, upcoming, or completed schedule
 - Review their program enrollment
 - Review their order and payment history and pay balances
 - Make changes to their profile
 - Make a request to be added to a wait list (if activated for a section)
- **Group (i.a. School, Company, Affiliate)** – The group log in will be used to purchase a single or multiple reservation tickets. This is for purchase only NOT for registration into a class. The group can also:
 - Review their purchase history
 - Make changes to their profile
- **Instructor** – The instructor log in is for the instructor to work with their class roster and communicate with the students in a class. This log in is NOT for registering for a class. The instructor login can:
 - Review their teaching schedule
 - Send an e-mail to the class roster
 - Assign final grades for a class

QUICK ADMIT LANDING PAGE FOR STUDENT

Students will begin by navigating to the USF HiR Quick Admit home page, <https://reach.usiouxfalls.edu>. Once there students will be able to search for a section or program or browse through the catalog to find the course that they wish to enroll in. Another method is to provide students with the direct link to the course that they will be registering for.

1. Navigate to <https://reach.usiouxfalls.edu>
 - a. Click on “Offering” tab to search for a single course and/or program or catalog of course and/or program.



1. Select an Offering

The screenshot shows the University of Sioux Falls website with the 'On-Campus Graduate Education Workshops' section. Two offerings are listed:

Course	Description
EDU_USF41	Education Technology Do you need an education technology update? Do you know what QR codes or augmented reality are? Come join the workshop to learn about these and many other topics such as great education sites on Pinterest, free apps for iPads, great sites for electronic SMARTBoards, sites for free onlien children's literature books, hundreds of cretaive W MORE
EDU_USF41M	Common Core Math Standards and Cognitively Guided Instruction The adoption of the Common Core Standards for Math has brought new information and standards for us to explore. What makes up these standards and how do we provide quality instruction? During this workshop we will explore the purpose and the content of the Common Core Math Standards and what we can do to support the students we teach to d MORE

A red bracket on the left side of the course list highlights the two offerings.

2. Choose one of the Sections and click on "View more Details" or "Add to Cart"

The screenshot shows the same website, but with a table of sections for the 'Education Technology' workshop (EDU_USF41). A red arrow points to the 'View more Details or Add to Cart' link in the 'Action' column.

Section	Start Date	Time	Location	Cost	Availability	Action
EDU541A.1-GRAD	Jul 1, 2013	8:00 AM	Main Campus	\$ 120.00	7	View more Details or Add to Cart

A callout box on the right side of the page contains the text: "View more Details or Add to Cart".

3. If you want to make more than one purchase, then click on View Cart, or if you are finished then click on Check Out.

The screenshot shows the University of Sioux Falls online store interface. The main content area displays the registration page for 'EDU_USF41 - Education Technology'. The page includes a description of the workshop, a section description, dates (Jul 1, 2013 - Aug 5, 2013), time (8:00 AM), location (Main Campus), instructor (Arlis Peterson), and cost information (Tuition: \$120.00, Deposit: \$60.00). A red arrow points to the 'CHECK OUT' button in the shopping cart sidebar.

University of Sioux Falls
A CHRISTIAN LIBERAL ARTS UNIVERSITY

Continuing Studies » Community Engagement

Offerings | Policies & Information | About Us | Cart

REGISTRATION
EDU_USF41 - Education Technology

Description
Do you need an education technology update? Do you know what QR codes or augmented reality are? Come join the workshop to learn about these and many other topics such as great education sites on Pinterest, free apps for iPads, great sites for electronic SMARTBoards, sites for free onlien children's literature books, hundreds of cretaive Web 2.0 tools that are free for teachers to use.

EDU541A.1-GRAD \$ 120.00 ADD TO CART

Section Description
This oncampus workshop is offered for one hour of graduate credit.

Dates: Jul 1, 2013 - Aug 5, 2013 Time: 8:00 AM FULL SCHEDULE

Location
Main Campus

Instructors
Arlis Peterson

Cost Information
Tuition: \$ 120.00
Deposit: \$ 60.00

Additional Information

Shopping Cart
EDU541A.1-GRAD EDUCATION TECHNOLOGY Registration
VIEW CART CHECK OUT

Recently Viewed
EDU_USF41 Education Technology

Keyword Search
SOCIAL MEDIA
MATHEMATICS
MARKETING

4. Log into HiR if you have an established account with login and password.

The screenshot shows the University of Sioux Falls online store interface. The main content area displays the 'Customer Account Log In' page. The page includes a login form with fields for 'Login:' and 'Password:', and a 'LOGIN' button. A red box highlights the login fields. To the right of the login form, there are links for 'Create a new Customer Account' and 'Forgot Your Password'.

University of Sioux Falls
A CHRISTIAN LIBERAL ARTS UNIVERSITY

Continuing Studies » Community Engagement

Customer Account Log In

Please log in using your login when you created your account, or call registrar office for the login to your account

Login:

Password: LOGIN

Create a new Customer Account
Click here to create a new account.

Forgot Your Password
Click here to look up your account and have a new password emailed to you.

University of Sioux Falls
A CHRISTIAN LIBERAL ARTS UNIVERSITY

© 2013 The University of Sioux Falls. All rights reserved.
1101 West 22nd Street Sioux Falls, SD 57105
Call (800) 888-1047

Maps & Directions | Contact Us | Policies & Information | Instructor Login | Partners

5. If the student does not have an account, then click on “Create a new Customer Account”

University of Sioux Falls
A CHRISTIAN LIBERAL ARTS UNIVERSITY

Continuing Studies » Community Engagement

Customer Account Log In

Please log in using your login when you created your account, or call registrar office for the login to your account

Login:

Password:

Create a new Customer Account

Click here to create a new account.

Forgot Your Password

Click here to look up your account and have a new password emailed to you.

University of Sioux Falls
A CHRISTIAN LIBERAL ARTS UNIVERSITY

© 2013 The University of Sioux Falls. All rights reserved.
1101 West 22nd Street Sioux Falls, SD 57105
Call (800) 888-1047

Maps & Directions | Contact Us | Policies & Information | Instructor Login | Partners

6. Complete fields and Go to Login
- Login must be 6 characters
 - Password must be 8 characters
 - Secret question – student decides
 - Birthday & email address is required

University of Sioux Falls
A CHRISTIAN LIBERAL ARTS UNIVERSITY

Continuing Studies » Community Engagement

Create a new Customer Account

First Name

Middle Name

Last Name

Suffix (Jr., Sr, II, III)

Maiden Name

Birthday (MM/dd/yyyy)

Email

Login

Password

Verify Password

Secret Question

Secret Answer

Thank you for creating an account. You may now log in!

7. Finish shopping and Check-out and complete missing information, i.e. mailing address, phone number, etc. * items must be completed

The screenshot shows a web browser window with the URL <https://testreachsiouxfalls.edu/modules/customer/index.html?action=profile&profile=>. The page is titled "Continuing Studies » Community Engagement" and has a navigation bar with "Offerings", "My Account", "Policies & Information", "About Us", and "Cart". The main heading is "MY ACCOUNT Checkout - Missing Information".

Name

* First Name:

Middle Name:

* Last Name:

Suffix (Jr., Sr, II, III):

Maiden Name:

Personal Information

* Date of Birth: (MM/dd/yyyy)

* Gender:

Social Security Number: (xxx-xx-xxxx)
required for transcribed credit

Ethnicity

Are you Hispanic or Latino? ☐ Yes

Select one or more of the: ☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American

8. Submit payment by credit card – VISA, MasterCard, or Discover

The screenshot shows the same web browser window, now at the "PAYMENT CHECKOUT" page. The navigation bar includes "James Clark", "Logout", and a shopping cart icon with "(2)". The main heading is "PAYMENT CHECKOUT".

Item	Quantity	Cost	Due Amount	Action
EDU541X.1-GRAD SPARKING THE JOY OF LITERACY - Registration	1	\$ 325.00	<input type="text" value="\$ 75.00"/>	REMOVE
EDU543A.1 K-5 WRITER'S WORKSHOPS - Registration	1	\$ 45.00	\$ 45.00	REMOVE
Total Due:			\$ 120.00	

Promo Code: [APPLY](#)

Payment Options: ☒ Credit Card [MAKE PAYMENT](#)

When you click the Make Payment button you will be redirected to our payment gateway site. Upon completion of your payment transaction you will be redirected back to our website to complete any remaining enrollment requirements.

9. Email will be generated to student
 - a. Registration Confirmation for each workshop
 - b. Receipt for any payments or invoice for any amount unpaid